

### Question1

Copy the following spreadsheet and fill in the missing figures by using an appropriate formula. Include these figures with diagrams of Expenses, Income and The Total income by month.

2017 Budget				
Expenses	January	February	March	Totals
Rent	350	350	350	
Car Payment	235	235	235	
Electrical Bill	100	95	85	
Telephone Bill	50	35	40	
Food	200	215	195	
Petrol	80	60	50	
Course	125	150	125	
<b>Total Expenses</b>				
Income	January	February	March	Totals
Parents	800	800	800	
Part-time Job	300	250	215	
Scholarships	200	250	200	
<b>Total Income</b>				
<b>Balance</b>				

## Question 2

Copy the following spreadsheet and fill in the missing figures. Then, sort the list in descending order based on the student's overall marks.

**NAMA PENSYARAH : MOHD BAKRI B ABU BAKAR**  
**KOD FAKULTI : BM – FACULTY OF BUSINESS**  
**MANAGEMENT**  
**KURSUS : EWC661**  
**KUMPULAN : NBMMF7A**  
**SEMESTER : 20162 – SESSION 1 2015/2016**

NO	STUDENT NO	NAME	OP	OR	CR	TOTAL	FINAL (40%)		TOTAL	OVERALL
			10%	20%	30%	60%	PA (20%)	PB (20%)	40%	100%
1	2013387339	MASIRAH BINTI ABDUL RAHIM	8.5	17.5	22		8	4		
2	2013411652	MUHAMMAD FAIZ FAHMI BIN MOHAMAD NARJI	9.5	14	24		11.5	11		
3	2013515915	FAHMI BIN ABDUL SANI	10	12	21		10.5	17		
4	2013562241	MOHD AZNI BIN SELAMAT	10	12	21		7	14		
5	2013773081	ABDUL HAZIQ BIN ABDUL MAJID	6.5	10.5	18.5		9	10.5		
6	2013792223	AZIM BIN AZHAR	9.5	14	22.5		13	16		
7	2013832986	MUHAMAD HAFIFI BIN AHMAD	9.5	14	23		9	12.5		
8	2014141597	FATIN HANA BINTI MUHD IKMAL HISHAM	8.5	16	15.5		8	17		
9	2014278052	AMIRA ASHIKIN BINTI DZULKAFI	8.5	17	15.5		16	13		
10	2014691052	ASZRUL REPI BIN AHMAD REPI	8.5	17	19.5		9	12		
11	2014921351	MUHAMMAD ADAM BIN ANUAR	9.5	14	22.5		7	14.5		
12	2014999419	MUHAMMAD ADIB IKHWAN BIN MOHD NASIR	9	13.5	22.5		10	16		
13	2015220392	ABDULLAH BIN MUHAMMAD	8.5	12	21		2.5	10.5		

\*OP : ORAL PRESENTATION OF PROPOSAL

\*OR : ORAL PRESENTATION OF REPORT

\*CR: COMPLETE REPORT

\*PA : Part A

\*PB : Part B